

MAINTENANCE SPECIALIST

GENERAL RESPONSIBILITIES

Performs a variety of skilled tradesworker and maintenance duties in the construction and improvement of parks, buildings and county owned facilities, in accordance with applicable Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Operates a full range of parks and grounds maintenance equipment
2. Operates a full range of construction tools and equipment
3. Applies landscaping techniques and procedures
4. Maintains equipment and tools
5. Follows OSHA, MOSH, ICC, Department of Natural Resources and County Parks Rules and Regulations, State Annotated Code and other Federal, State, and local laws
6. Performs skilled construction and renovation projects of facility
7. Performs janitorial services as needed including care of hard surface and carpeted floors
8. Performs snow removal and security operations
9. Reports to work outside of normal work hours for emergency operations
10. Performs related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provides services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicates with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or GED
2. Three years of experience as skilled tradesworker or parks and grounds maintenance*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENT AND LICENSES

1. Requires criminal background check as condition of employment
2. May require flexible work schedule, including evenings, weekends and holidays

KNOWLEDGE, SKILLS, AND ABILITIES

1. Read, analyze and interpret information and policies
2. Complete routine paperwork such as work orders and time cards
3. Use mechanical tools and maintenance equipment
4. Apply general knowledge of mechanical, electrical, plumbing, and air conditioning

- systems
5. Define problems, collect and verify, establish facts, and draw valid conclusions
 6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Valid driver's license
2. Department of Transportation (DOT) Physical Card
3. Class A or B commercial driver's license preferred